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## **The Food and Nutrition Service Senior Farmers' Market Nutrition Program**

### **Request for Grant Applications New State Agencies Only**

Use this solicitation to apply if you are a State agency that did not operate the FNS Senior Farmers' Market Nutrition Program in FY 2002.



**Letter of Intent Due Date: December 9, 2002**

**Grant Application Due Date: January 13, 2003**

**FNS 728  
0584-0512**

**Senior Farmers' Market Nutrition Program  
Request for Grant Applications  
New State Agencies Only**

**SUMMARY**

The Department of Agriculture's (USDA) Food and Nutrition Service (FNS) will be making grants to States, United States territories and federally recognized Indian tribal governments, as defined in this announcement. The grants must be used to provide coupons or equivalent benefits to low-income seniors that they may exchange for eligible foods at farmers' markets, roadside stands, and community supported agriculture (CSA) programs. Eligible foods are fresh, nutritious, unprepared, locally grown fruits, vegetables, and herbs. A total of \$15 million is available for grants for the 2003 farmers' market season, contingent on the availability of such funds. Additional funds may be made available prior to grant award or during the grant period. The grant funds may be used only to support the costs of the foods that are provided under the program; no administrative funding is available for fiscal year (FY) 2003.

**NOTE:** Senior Farmers' Market Nutrition Program (SFMNP) funds will be used first to continue grants to State agencies that operated programs in FY 2002 and that want to continue operations in FY 2003, at the level of funds that were actually expended by each State agency. Once these commitments have been met, FNS will evaluate proposals both from current State agencies that have expended 50 percent or more of their FY 2002 SFMNP award amount and are requesting additional funding above their FY 2002 expenditure levels, and from new State agencies, i.e., State agencies applying for a SFMNP grant in FY 2003 that did not receive a grant in FY 2002. **Use this solicitation if you are a State agency that did not operate the SFMNP in FY 2002.**

As we move from the competitive grant process to establishing the SFMNP as a permanent nutrition assistance program administered by FNS, we are concerned about the wide range of benefit levels among grantees. FNS is interested in serving as many eligible recipients as possible with the limited funds available for this program. We encourage applicants to structure their benefit levels in a way that maximizes the number of low-income seniors that receive SFMNP benefits.

**DATE:** Applications must be received **on or before 5:00 p.m., Eastern Standard Time, January 13, 2003.**

**ADDRESS:** Applications must be sent to **Diane Kriviski, Grant Officer, FNS, USDA, Grants Management Division, 3101 Park Center Drive, Room 738, Alexandria, Virginia 22302.**

**FOR FURTHER INFORMATION:**

Contact **Diane Kriviski** at **(703) 305-2049**, or via e-mail at [Diane.Kriviski@fns.usda.gov](mailto:Diane.Kriviski@fns.usda.gov).

**I. What is the Senior Farmers' Market Nutrition Program (SFMNP)?**

## **Background**

The SFMNP is a program established by Congress and administered by USDA's FNS. Under the program, FNS will make grants to States, U.S. territories, and federally recognized Indian tribal governments, as defined in this announcement. The grants must be used to provide low-income seniors with coupons or equivalent benefits they may exchange for eligible foods at farmers' markets, roadside stands, and CSA programs. Eligible foods, as defined in this announcement, are fresh, nutritious, unprepared, locally grown fruits, vegetables, and herbs. The grant funds may be used only to support the costs of the foods that are provided under the program; no administrative funding is available for FY 2003.

## **Purpose**

The purposes of the SFMNP are to (1) provide resources in the form of fresh, nutritious, unprepared, locally grown fruits, vegetables, and herbs from farmers' markets, roadside stands, and CSA programs to low-income seniors; (2) increase the domestic consumption of agricultural commodities by expanding or aiding in the expansion of domestic farmers' markets, roadside stands, and CSA programs; and (3) develop or aid in the development of new and additional farmers' markets, roadside stands, and CSA programs.

## **Authority**

Funds are being made available for this program pursuant to Public Law 107-171, which authorizes FNS to use \$15 million for the SFMNP.

## **II. Who is eligible for these grants?**

All States, U.S. territories, and federally recognized Indian tribal governments are eligible for these grants if they did not participate in the FY 2002 SFMNP, or participated in the pilot program in FY 2001 but did not participate in FY 2002. In a separate competitive grant process, State agencies that participated in the SFMNP in FY 2002 can apply for additional grant funds above their FY 2002 expenditure levels.

Each new State agency may submit only one application on behalf of all interested State agencies, local governments, and non-profit organizations in that State. Indian tribal governments may apply directly or as part of a State application. Each State applying for a SFMNP grant must designate a lead State agency. However, the lead State agency may make subgrants to other State agencies, Indian tribal governments, local governments, and non-profit organizations. Also, Indian tribal governments may make subgrants to local governments and non-profit organizations in the areas they serve. Interested State agencies, local governments, and non-profit organizations should contact their Governor's office or Indian tribal governments to work together on an application. In the event that multiple applications are received from more than one agency within the same State, FNS reserves the right to contact the Governor's office in that State for a final designation of the lead State agency. States, U.S. territories and Indian tribal governments that choose to subgrant all or part of the program funds are responsible for ensuring that the funds are spent in accordance with requirements for the SFMNP.

### **III. How much is available for the grants, and when must the funds be spent?**

A total of \$15 million is available for the SFMNP grants in FY 2003, contingent on the availability of such funds. However, first priority for allocation of the available funds will go to State agencies that received grants in FY 2002 and wish to continue operating the SFMNP. Such State agencies will be provided FY 2003 funds based on FY 2002 grant expenditures reported to FNS. Once these funding levels, known as “base grants,” have been established, any remaining FY 2003 funds will be awarded competitively to SFMNP State agencies requesting funding above their base grant levels and to new State agencies, i.e., State agencies applying for a SFMNP grant in FY 2003 that did not receive a grant in FY 2002. Grants to current State agencies for increases above base levels and grants to new State agencies will be awarded through the competitive process. FNS may adjust the amounts requested in the grant applications to ensure that grants are funded at appropriate levels.

The submission of a grant application does not guarantee funding. State agencies that participated in the Seniors Farmers’ Market Nutrition Pilot Program during 2001, and State agencies that have operated similar programs providing farmers’ market benefits to low-income seniors (or other low-income populations) using State, local, or private funds are similarly not guaranteed funding under the SFMNP for FY 2003.

All program activities under the SFMNP grants must be completed by November 30, 2003. State agencies have 90 days to complete closeout activities and submit their final reports. These reports are due to FNS no later than March 1, 2004. Program activities that must be completed within the grant period include, but are not limited to, recipient certification, issuance of benefits, redemption of benefits by recipients, submission of all FY 2003 SFMNP checks, coupons, and/or invoices (in the CSA programs) by authorized farmers, farmers’ markets, and CSA programs, and payment of such checks, coupons, and invoices by the banks and/or the State agency.

### **IV. What are the reporting requirements for grantees?**

All State agencies receiving FY 2003 SFMNP funds are required to submit two financial status reports (SF-269A, short form) and two progress reports. The first set of reports, due on August 31, 2003, should reflect all program activity through July 31, 2003. The final set of reports, due on March 1, 2004, should reflect all grant activity from August 1, 2003 through November 30, 2003. The progress reports must indicate the number of outlets authorized to receive coupons (i.e., farmers, farmers’ markets, roadside stands, and/or CSA programs) by category and the number of recipients who have been issued coupons. FNS is particularly interested in the operation of CSA programs and reserves the right to obtain additional information on CSA program benefits.

### **V. How do I submit a grant application?**

Your grant application must be received by FNS on or before **January 13, 2003**. Applications will be accepted until **5:00 p.m.** (Eastern Standard Time) on this date. It is your responsibility to meet this deadline by delivering the application or by mailing it sufficiently in advance of the deadline to ensure its timely receipt. We strongly suggest you send your application by a mail delivery service that guarantees delivery and you track its delivery to FNS. Late applications will not be considered in the competition. We will not consider additions or revisions to applications once they are received.

You must submit an original and two copies of your application. The original must bear the original signature of your authorized representative. The original must be ready for copying, i.e., single-sided, unstapled, unbound, and on 8 ½ “ by 11” paper. Your original and copies must be on white paper. We reserve the right to reject any application containing a grant proposal over 35 pages in length, **including all required** attachments. **FNS will not accept applications sent by fax or e-mail.** Your application must be delivered or mailed to:

**Diane Kriviski, Grant Officer  
Food and Nutrition Service, USDA  
Grants Management Division  
3101 Park Center Drive, Room 738  
Alexandria, Virginia 22302**

Contact **Diane Kriviski** at **(703) 305-2049** or via e-mail at **Diane.Kriviski@fns.usda.gov** with any questions about the grant application. We will respond by telephone to questions seeking clarification, whether technical in nature or relating to the application procedures.

#### **VI. What is the meaning of the terms used in this request for grant application?**

The following definitions and conditions apply to this program:

***Community supported agriculture program*** means a program under which a farmer grows food for a group of shareholders (or subscribers) who pledge to buy a portion of the farmer’s crop that season.

***Coupon*** means a check or other negotiable financial instrument by which benefits under the program are transferred to program recipients. Coupons must contain a date by which the recipient must use the coupon, a date by which the farmer must submit the coupon for payment, a unique and sequential serial number, a denomination, and an identifier for the redeeming farmer. The denominations of the coupons must be sufficiently small to ensure that the recipient can redeem coupons at or near their full value.

***Eligible foods*** mean fresh, nutritious, unprepared, locally grown fruits, vegetables, and herbs for human consumption. Eligible foods may not be processed or prepared beyond their natural state except for usual harvesting and cleaning processes. Only fresh, unprocessed fruits, vegetables, and herbs may be provided under this program. Dried fruits or vegetables, such as prunes (dried plums), raisins (dried grapes), sun-dried tomatoes, or dried chili peppers are not considered eligible foods. Potted fruit or vegetable plants, potted or dried herbs, wild rice, nuts of any kind (even raw), honey, maple syrup, cider, and molasses are also not allowed.

**Farmer** means an individual who sells produce at farmers' markets, roadside stands, and community supported agriculture programs. While there is no federally established minimum portion or percentage of the produce that must be grown by the farmer offering it for sale at one of these outlets, the definition of farmer does not include an individual who exclusively sells produce grown by someone else, such as wholesale distributors.

**Farmers' market** means an association of local farmers who assemble at a defined location for the purpose of selling their produce directly to consumers.

**Federally recognized Indian tribal government** means the same as the definition of that term found at 7 CFR 3017.3.

**Locally grown** means grown within the borders of the State that the project serves. If the applicant/grantee chooses, **locally grown** may also mean grown in areas of States adjacent to the State your project serves, as long as these areas are part of the United States.

**Nutrition Education** means individual or group education sessions and the provision information and educational materials designed to improve health status, achieve positive change in dietary habits, and emphasize relationships between nutrition and health, all in keeping with the individual's personal, cultural, and socio-economic preferences.

**Recipient** means a person who meets the age and income eligibility limits of the project and to whom coupons have been issued.

**Roadside stand** means a location at which a single, individual farmer sells his/her produce directly to consumers.

**State** means any of the 50 States of the United States, the District of Columbia, the Commonwealth of Puerto, the Virgin Islands, Guam, American Samoa, or the Northern Marianas Islands.

**State agency** means the organizational unit within the State, U.S. territory or federally recognized Indian tribal government – agriculture, aging, or health department, or any other agency approved by the chief executive officer of the State – that has administrative responsibility for the SFMNP.

## **VII. What do I have to include in my grant application?**

Your grant application must include a grant proposal that describes in detail your plan to operate a project under the FY 2003 SFMNP, including the reasons for the decisions made for the activities in the plan, and how you plan to achieve each goal and objective. A checklist of required items that must be specifically addressed is attached to assist you with completing this portion of your grant application. In addition, information provided to address the evaluation criteria (Section X of this Request for Application) must be sufficiently detailed to demonstrate your ability to meet the requirements of the program. In addition to the above information, your grant proposal must address the following information, and must be organized as follows:

### **1. Funding Request**

Indicate the amount of funds you are requesting and how you determined that amount. Applicants are reminded that they are liable for any costs incurred for the SFMNP over and above the amount awarded in this grant. FNS is under no obligation to provide additional funds in such a situation.

## **2. General Administration Requirements**

Need. Describe your State's need for a program that provides fresh fruits and vegetables to low-income seniors.

Purpose. Describe how your project will achieve the purposes (stated above) of the program. Include:

- Proposed period of operation.
- Number of recipients you estimate you will serve during the grant period.
- Service area(s), i.e., statewide, or selected counties/municipalities (specify which ones).

Also describe any current or prior experience you have with farmers' market projects or programs. Indicate the amount you spent for this program for the most recent market season (specify year) and provide a concise description of the program that you operated. Indicate in your description how FY 2003 SFMNP grant funds will be used to supplement or expand your existing program. Please note that while an FY 2003 SFMNP grant from FNS cannot be used to replace State, local, or private funds used to support an existing farmers' market program for seniors entirely, you may now (at your discretion) divert your non-Federal funds to the administrative costs associated with operating such a program, since FY 2003 SFMNP funds may only be used to support food purchases.

Administrative capacity. Describe your administrative capacity to operate the project. Because administrative funding will not be provided under the SFMNP grant, describe how you and any participating organizations or partner agencies will pay the administrative costs of the program. Specific sources and amounts of all funding to cover administrative costs must be described in detail, including appropriations, budget allocations, cash, grants, and in-kind contributions. Such sources cannot include FNS grants, such as administrative funding provided under the WIC Farmers' Market Nutrition Program. Identify the organization within the lead State agency or Indian tribal government and key staff that will direct the work of the project and ensure all requirements of the grant are met. Provide a project activity chart that depicts clearly how partnering agencies and participating organizations or subgrantees report and interact with the lead State agency in operating the FY 2003 SFMNP.

Financial management. Describe your financial management system, including how the system will generate and provide accurate, current, and complete disclosure of the financial status of the program, as well as the required financial status reports (August 31, 2003, and March 1, 2004).

Record keeping. Describe your record keeping system, including your system for maintaining separate records for funds received under this grant and records pertaining to financial operations, coupon issuance and redemption, market authorization, and participation.

### 3. Recipient Certification and Benefit Issuance

Recipient certification and benefit issuance. Describe how you will determine the eligibility of recipients and issue benefits. Include in this section an explanation of who (which agency, partner, or subgrantee) will perform each of these functions. Include the proposed age and income eligibility requirements for recipients. If you propose to serve individuals under the age of 60 or with household income above 185% of the poverty income guidelines (currently \$22,089 per year for a two-person household), you must include a justification for the eligibility limits you want to use. If coupons will be used, describe frequency of coupon issuance, value of coupons at each issuance to a recipient, and maximum total amount a recipient will be issued during the grant period. If you are proposing a “paperless system,” i.e., one which does not issue actual coupons, include a complete description of how that system will be operated in a manner that ensures the integrity of FY 2003 SFMNP funds and benefits.

Benefit redemption system. Describe your benefit redemption system, including:

- How you will ensure that coupons are redeemed only by authorized outlets (farmers, farmers’ markets, roadside stands, and/or CSA programs), and only for eligible foods. This may include written and verbal training and explanation for recipients when the coupons are issued, general training for authorized outlets, outlet monitoring procedures, and/or routine reviews of the coupons when they are submitted to the bank or the State agency for payment.
- How you will ensure that no cash change is issued for purchases that are in an amount less than the value of the coupon(s);
- How you will ensure that no State or local taxes will be collected on purchases of food with SFMNP coupons. Even if your State does not collect taxes of any sort on food items, it is necessary to include a specific statement to that effect in the grant application.
- Your timeframe for reimbursing farmers – how long do farmers have to submit the coupons for payment, and how soon may they expect payment after the coupons have been submitted?

Coupons. Provide a written description of the coupon you will be issuing to eligible recipients. This description must include the required information listed in the definition of a coupon on page 4. The description must also include a clear indication of where the recipient and farmer are required (if applicable) to sign or otherwise endorse the coupon before it can be redeemed. Also indicate whether the coupon will be processed as a check (directly deposited into the farmer’s bank for immediate payment) or submitted to the State agency for reimbursement.

Market management system. Describe how you will manage your markets, including your proposed criteria and procedures for authorizing farmers, farmers’ markets, roadside stands, and CSA programs. This description should answer, at a minimum, the following questions:

- How do you define “*locally grown*”? The application must contain a specific definition of this term as it applies to the SFMNP you propose to operate. You may use the standard Federal definition contained in Section VI of this Request for



Application, or submit a modified version that identifies the parameters you plan to establish, such as adjacent States, countywide, etc. Grant proposal reviewers will not automatically assume that the Federal definition of “**locally grown**” is the one you are planning to use if a specific definition is not provided in the application.

- How will you ensure that only farmers who grow at least part of the produce they offer for sale will be authorized to accept SFMNP coupons?
- Who (what agency) will be responsible for authorizing SFMNP outlets?
- If you, as the lead State agency, are not the agency that will be performing this function, how will you coordinate and monitor the process?
- Will you be using an “automatic” authorization process for SFMNP outlets, i.e., farmers and markets that are authorized to accept FMNP coupons may be considered to be automatically authorized for the SFMNP? In such instances, how, if applicable, will roadside stands and/or community supported agriculture programs be authorized?
- What penalties or corrective actions are in place to address violations of the authorized outlet contract or agreement?
- Does the authorized outlet, contract, or agreement contain all of the necessary provisions listed in the Recipient Certification and Benefit Issuance section?

Number of outlets. Indicate **by category** the number of farmers, farmers’ markets, roadside stands, and/or CSA programs you estimate you will authorize. Please be sure to include the number of individual farmers participating at each authorized farmers’ market and (if applicable) CSA program.

Eligible foods. Provide a list of all eligible foods. **NOTE:** A sentence simply stating that only eligible fruits, vegetables, and herbs may be purchased with SFMNP coupons is **not** sufficient. You must provide a list of the specific foods for which SFMNP coupons may be used, e.g., beets, broccoli, cauliflower, non-ornamental pumpkins, grapes, strawberries, fresh-cut rosemary, tarragon, and thyme.

#### **4. Nutrition Education**

Describe the nutrition education that will be provided to FY 2003 SFMNP recipients, including participating agencies (e.g., Cooperative Extension Service, local Area Agency on Aging, etc.), the format for providing such nutrition education (e.g., recipe cards, cooking demonstrations, etc.), and the locations where the nutrition education is likely to be provided (e.g., Area Agency on Aging offices, farmers’ markets, common rooms in assisted living facilities). The proposal should describe how age- and circumstance-appropriate nutrition education will be provided to FY 2003 SFMNP recipients.

### **VIII. What do I have to include in my application package?**

- Grant proposal, which must include Items 1-4 as described in Section VII of this Request for Application and information described in the evaluation criteria.
- Application for Federal Assistance, SF-424. This is a required standard form for all applications for Federal assistance.

- Budget information – Non-Construction Programs, SF-424A. Budget estimates show how the grant money will be spent. Approved grant funds must be obligated and expended in accordance with the amounts indicated on the Budget Information form, SF-424A, and must reflect any adjustments made in the grant approval notification.
- Assurances/Certifications. Applicants must provide the following forms:
  - Assurances – Non-Construction Programs, SF-424B;
  - Certification Regarding Disbarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions;
  - Certification Regarding Drug-Free Workplace Requirements – Alternative II; and
  - Certification Regarding Lobbying.

#### **IX. What are the terms and conditions of the grant?**

In addition to the requirements described above, applicants must agree to comply with USDA regulations and Office of Management and Budget (OMB) circulars listed below. Copies of these documents are available online or from FNS upon request.

- 7 CFR Part 3015: “Uniform Federal Assistance Regulations”;
- 7 CFR Part 3016: “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments” (Reference OMB Circular A-102 Common Rule);
- 7 CFR Part 3017: Subparts A-E “Government-wide Debarment and Suspension (Non-procurement)”;
- 7 CFR Part 3017: Subpart F “Government-wide Requirements for Drug-free Workplace (Grants); and,
- 7 CFR Part 3018: “New Restrictions on Lobbying”.

#### **IX. How will my application be evaluated?**

##### **Panel Review**

All grant applications that meet the deadline for submission will be screened for completeness and conformity to the requirements of this request for grant applications. A panel of FNS staff will determine the technical merit of each grant application and provide a numerical score.

##### **Evaluation Criteria**

##### **Presentation (10 Total Points)**

The grant proposal is well presented, well organized, complete, clear, and succinct. The proposal is relatively brief and concise and includes page numbers and a table of contents. The maximum acceptable proposal length is 35 pages, including attachments.

##### **Staffing and Project Activity Chart ( 20 Total Points)**

**10 points:** The roles and duties of all key staff are thoroughly and clearly explained, including identification of the person or entity responsible for its oversight and

completion. In addition, the roles and duties of the partnering agencies and sub-grantees are clearly defined.

**10 points:** The proposal includes a project activity chart, with a timeline showing key activities or tasks and their due dates. The timeline provides adequate, realistic periods to complete the proposed activities/tasks. A project activity chart depicting interagency collaboration is also provided. Letters of commitment from the State agency's new partners should identify their roles and responsibilities, and document any resources that are being made available to the project. Such letters are provided as attachments to the proposal. Letters of support for the project that do not contain commitments of time, staff, or funding, may also be included if space permits.

**NOTE:** The project activity chart and the staffing information can be combined into a single document.

### **Soundness of Program Design ( 40 Total Points)**

**20 points:** The proposal includes all required information as set forth in the grant solicitation, and the attached checklist. The grant proposal describes the oversight necessary to ensure high quality products, services, or outcomes, how the project will be kept on time and within budget, including a clearly defined chain of command, and appropriate plans for managing outside personnel. The project design reflects strong oversight by the lead agency, and identifies plans for collaboration among the State and local agencies, and/or non-profit organizations.

**20 points:** All FY 2003 SFMNP-related activities and project implementation tasks are clearly described including the reasons for the decisions made for the activities in the plan, and describes how each goal and objective will be achieved. The proposal describes how age- and circumstance-appropriate nutrition education will be provided to FY 2003 SFMNP recipients.

### **Budget Appropriateness and Efficiency ( 25 Total Points)**

**15 points:** The proposed budget is adequate to support the project. Both Federal and non-Federal resources are provided. Only food costs will be covered by SFMNP grant funds.

**5 points:** The source(s) and amount(s) of all funds and inkind contributions to be used to cover administrative expenses is/are clearly identified.

**5 points:** The Federal amount requested is correctly calculated (the projected recipients multiplied by the total benefit amount per recipient equals the total federal amount requested).

### **Prior Experience with Farmers' Market Programs ( 5 Total Points)**

The grant proposal describes prior experience by State agency/applicant with operation/administration of a farmers' market program or project. Examples of such experience include the SFMNP pilot in 2001, the WIC Farmers' Market Nutrition Program, and/or any State agency- or locally-administered farmers' market program targeted to low-income households or individuals.

## **X. Grant Awards**

As noted above, there are two separate grant solicitations for SFMNP funds. For both solicitations, the respective panels will evaluate and score the grant applications. The applications will be ranked by score, starting with the highest score, and the panels will present their recommendations to the selecting officials. In making the final decision, the selecting officials will consider the recommendations from both solicitations' technical review panels. The selecting officials may also take into account other USDA priorities, such as past performance on FNS grants, geographic, demographic, or socioeconomic diversity, agency priorities, etc., in addition to the recommendations made by the technical review panel. If the selecting officials determine that some or all of the applications lack technical merit, the Agency may decide to award no grants, or less than the total amount of funds set aside for this purpose. FNS reserves the right to fund successful applications at an amount less than requested if it is judged that the application can be implemented at a lower funding level, or if Federal funding is not sufficient to fund all successful applications fully. FNS also reserves the right to deny an otherwise worthwhile application if the success of the application is dependent upon an amount of funding that is not available.

We expect to complete the review no later than February 2003. FNS will notify applicants of grant awards by March 2003. FNS will provide funding for approved grant applications upon receipt of a properly executed grant agreement and subject to available funding.

## Checklist of Required Items

<u><b>Component</b></u>	<u><b>(✓) if present</b></u>
<u><b>General Administration</b></u>	
• A description of the need for 2003 SFMNP grant funds to initiate a program for seniors	_____
• Proposed period of operation	_____
• Service area of the program	_____
• Funding request for FY 2003 SFMNP funds	_____
• Budget for the program, including Federal and non-Federal funding sources	_____
• Description of current/prior experience in operating farmers' market projects or programs	_____
 <u><b>Overall Project Management</b></u>	
• Applicant's administrative capacity to operate the project	
➤ Project activity chart	_____
➤ Letters of commitment from partners	_____
• Applicant's ability to cover all administrative costs for the FY 2003 SFMNP	_____
• Applicant's financial management system, including how the system will provide:	
➤ Accurate, current and complete disclosure of the program's financial status, and	_____
➤ Required progress and financial status reports	_____
• Applicant's record keeping system, including:	
➤ System for maintaining separate records for SFMNP funds	_____
➤ System for maintaining records pertaining to:	
❖ Financial operations	_____
❖ Coupon issuance and redemption	_____
❖ Market authorization	_____
❖ Participation	_____
 <u><b>Recipient Certification</b></u>	
• Proposed age limit for recipients, including justifications for service to persons <60 years old	_____
• Proposed income eligibility limits for recipients, including justifications for service to persons with household incomes >185% of poverty income guidelines	_____
• Number of recipients estimated to be served	_____
• How recipient eligibility will be determined	_____

(Checklist for Section II, page 2)

### Benefit Issuance

- How coupons will be issued to recipients \_\_\_\_\_
- Frequency of coupon issuance \_\_\_\_\_
- Value of coupons *at each issuance* to a recipient \_\_\_\_\_
- **Maximum total amount** of coupons a recipient may receive during the grant period \_\_\_\_\_
- If the grant applicant is proposing a “paperless system,” i.e., one which does not issue actual coupons, a complete description of how such a system will be operated in a manner that ensures the integrity of SFMNP funds and benefits \_\_\_\_\_

### Benefit Redemption System

- Coupon redemption system, including provisions to ensure that:
  - Coupons are redeemed only by authorized farmers, farmers’ markets, roadside stands, and/or community supported agriculture programs \_\_\_\_\_
  - No cash change is issued for purchases that are in amounts less than the value of the coupon(s) \_\_\_\_\_
  - No State or local taxes are collected on purchases of food with SFMNP coupons \_\_\_\_\_
  - Timeframe for reimbursing farmers
    - Deadline for farmers to submit coupons for payment \_\_\_\_\_
    - When farmers can expect payment \_\_\_\_\_

### SFMNP Coupons

- Complete description of the SFMNP coupon, including the denominations of coupons that will be issued to eligible recipients, and a clear indication of where the recipient and farmer (if applicable) are required to sign or otherwise endorse the coupon before it can be redeemed. \_\_\_\_\_
- Indication of whether the coupon will be processed as a check (directly deposited by the farmer at his bank for immediate payment) or submitted to the State agency for reimbursement \_\_\_\_\_

### Market Management System

- Market management plans, including:
  - Agency responsible for authorizing SFMNP outlets \_\_\_\_\_
  - How the authorization process will be coordinated and monitored if conducted by another State agency (not the lead agency) \_\_\_\_\_
  - Use of an “automatic” authorization process for farmers and markets (yes or no) \_\_\_\_\_

## (Checklist for Section II, page 3)

- If yes, how roadside stands and community supported agriculture programs will be authorized \_\_\_\_\_
- Penalties/corrective actions in place to address violations \_\_\_\_\_
- Authorized outlet contract/agreement contains all necessary provisions \_\_\_\_\_
- Assurance that only farmers who grow at least part of the produce they offer for sale will be authorized to accept SFMNP coupons \_\_\_\_\_
- List of eligible foods that may be obtained with program benefits \_\_\_\_\_
- Definition of “locally grown” \_\_\_\_\_
- Number, by category, of outlets estimated to be authorized: \_\_\_\_\_
  - Farmers \_\_\_\_\_
  - Farmers’ Markets \_\_\_\_\_
  - Roadside Stands \_\_\_\_\_
  - Community Supported Agriculture Programs \_\_\_\_\_

Nutrition Education

- Complete description of age- and circumstance-appropriate nutrition education to be provided to SFMNP recipients, including:
  - Participating agencies (e.g., Cooperative Extension Service, local Area Agency on Aging, etc.) \_\_\_\_\_
  - Format for providing nutrition education (recipe cards, cooking demonstrations, etc.) \_\_\_\_\_
  - Locations where nutrition education is likely to be provided (e.g., Area Agency on Aging offices, farmers’ markets, common rooms in assisted living facilities, etc.) \_\_\_\_\_